

# HUMAN RESOURCES

## POLICY DESCRIPTION FORM

Department/Group: Human Resources Admin/Exec Budget Code: AAA HRD  
 Title: Restoration of Vacant Deleted Positions—Employee Relations

PRIORITY: Rank 2 of 3 FUNDING: Full Year ☒ Other ☐ \_\_\_\_\_ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Employee Relations is responsible for labor negotiations; discipline and grievance administration; compensation administration; and administration of the Memoranda of Understanding (MOU), Personnel Rules, and employment laws, policies and procedures. Among these positions, service would be provided to the Special Districts Department [0.5 Human Resources Officer (HRO) II], Human Services System Administration (0.5 HRO II), and the Economic Development/Public Services Group Administration (1.0 HRO II). Those positions would be fully reimbursed. The remaining 0.5 HRO I and 0.5 HRO III would provide support for the division's management.

|  | 2003-04    | Ongoing<br>2004-05 |
|--|------------|--------------------|
| <b>APPROPRIATIONS</b>                                    |            |                    |
| Salaries & Benefits (attach additional page if required) | \$ 257,119 | \$ 265,000         |

| CLASSIFICATIONS |                             |         |
|-----------------|-----------------------------|---------|
| Budgeted Staff  | Title                       | Amount  |
| 0.5             | Human Resources Officer I   | 51,370  |
| 2.0             | Human Resources Officer II  | 154,379 |
| 0.5             | Human Resources Officer III | 51,370  |

|                       |  |  |
|-----------------------|--|--|
| Services & Supplies   |  |  |
| Other (specify) _____ |  |  |
| Equipment             |  |  |

| FIXED ASSETS |        |
|--------------|--------|
| Item         | Amount |
| _____        | _____  |
| _____        | _____  |
| _____        | _____  |

|                                |            |            |
|--------------------------------|------------|------------|
| Reimbursements (specify) _____ |            |            |
| Total:                         | \$ 257,119 | \$ 265,000 |

|                          |         |         |
|--------------------------|---------|---------|
| REVENUE (specify source) |         |         |
| Current Services         | 154,379 | 162,000 |
| _____                    |         |         |
| _____                    |         |         |

Total: \$ 154,379 \$ 162,000

LOCAL COST \$ 102,740 \$ 103,000